

Notification of Emergency Factory Shutdown

Date: [Insert Date]

To: All Employees

From: [Factory Management]

Dear Team,

We regret to inform you that due to unforeseen circumstances, the factory will be shutting down temporarily for emergency repairs. This decision has been made to ensure the safety and well-being of all employees and to maintain the efficiency of our operations.

Shutdown Details:

- **Shutdown Start Date:** [Insert Start Date]
- **Estimated Duration:** [Insert Duration]
- **Resumption of Operations:** [Insert Expected Resumption Date]

We understand that this may be an inconvenience, and we appreciate your cooperation during this time. Please ensure that all work is wrapped up by the end of the day on [Insert Final Working Day].

If you have any questions or concerns, please feel free to reach out to your supervisor or the HR department.

Thank you for your understanding and support.

Sincerely,

[Factory Management Name]

[Factory Name]